



King County

Project Control Officer

DEPARTMENT OF EXECUTIVE SERVICES/FINANCE & BUSINESS OPERATIONS DIVISION PROCUREMENT AND CONTRACT SERVICES

Salary Range: \$73,242 - \$92,839

Job Announcement No.: 04LW4196TLT

Open: 5/12/04

Close: 6/2/04

WHO MAY APPLY: This is a term-limited temporary fully benefited position, which is expected to last approximately 12 months. This position is open to the general public. As this position is term limited, the work will largely concentrate on the duties listed first four bullets under primary job duties.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Teresa Sobol, M.S. EXC-ES-0720, Exchange Building 7th Floor, 821 Second Avenue, Seattle, WA 98104-1598, or emailed to teresa.sobol@metrokc.gov.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Teresa Sobol at (206) 263-3642 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at one <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: 821 Second Avenue, 8th Floor, Exchange Building, Downtown Seattle, WA.

WORK SCHEDULE: This full time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal workweek is Monday through Friday, 8:00 a.m. – 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE:

- Assist project managers in change order and contract amendment. Analysis and negotiations (as necessary).
- Assist project managers in claims analysis.
- Oversee cost/price analysis as required by P&P's.
- Review project manager's performance during and at conclusion of project to determine compliance with P&P's.
- Implement Executive Policies and Procedures ("P&P's") for the County's Capital Improvement Programs.
- Develop, draft and revise such P&P's.
- Conduct annual reviews of P&P's efficacy and make recommendations for improvements.
- Review application of P&P's with departmental CIP programs and projects.
- Review County departments' waiver of P&P's.
- Develop process to ensure project manager compliance with P&P's.
- Assist project managers in implementing project in compliance with P&P's.
- Report compliance findings to Department Directors and other supervisory personnel.
- Train department project control officers in the P&P's.
- Conduct annual, and if necessary, periodic training for department personnel in the P&P's.
- Review department project manager/management manuals for compliance with P&P's.
- Maintain contractor/consultant performance evaluations.
- Conduct contractor site visits, and attend conferences and contract negotiation off site.

QUALIFICATIONS:

- Bachelor's degree in business administration, public administration, engineering or closely related field and/or ten (10) successful years of construction and project management for a major public or private entity is required.
- Demonstrated experience of success in: developing, drafting and revising policies and procedures and/or guidelines for large organization.
- Successful experience at training personnel on policies and procedures.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Multiple and recent successful experiences as a project manager of both construction and design projects. Such experience should include large (i.e construction project valued over \$10 million; design project valued over \$1 million) as well as small projects (i.e. construction project valued under \$500,000; design project valued under \$150,000). Such project management experience should also include responsibility for: developing and managing capital improvement (both long term and short term) plans, development of project budget, development of project's scope (including but not limited to responsibility for overseeing development of design scope and construction specifications),
- Project file management.
- Database management.
- Negotiating and drafting change orders and/or contract amendments, claims analysis, scheduling analysis, contract close-out, regulatory interface and community out-reach.
- Experience training low, middle and upper management personnel.
- Familiarity with cost price analysis.
- Experience drafting project management manuals for a large organization.
- Proficiency in the use of personal computers, M.S. Word for Windows, Access, Excel, E-mail and the Internet.
- Demonstrated interpersonal skills, ability to work with minimal supervision and to meet deadlines.
- Excellent reading comprehension, reasoning, writing and oral communication skills

DESIRABLE QUALIFICATIONS:

- Experience in public procurement.

NECESSARY SPECIAL REQUIREMENTS: This position requires a working knowledge of federal, Washington State, and local agency contracting policies. Washington State Driver's License is required. Working knowledge of Contract law.

UNION REPRESENTATION: This position is not represented.

CLASS CODE: 2213100